

Your Activity List

The purpose of this exercise is to make a complete list of all the things that you do in your business, and to be as thorough as you can be.

Think about all the things on which you spend any time at all in your business, and write them on the list. The more specific the better, and avoid using vague generalities (i.e.: instead of saying “answer the phone”, break that vague task into specifics like “talk to prospects”, “take customer service calls”, “take emergency evening calls”, etc.) There are no tasks too small or unimportant – list them all! **Keep writing until you cannot think of any other tasks that you do or are responsible for in your business** and use another page if necessary. We'll be using this list in the next module, so it's CRITICAL that you complete this exercise!

[illegible]

TIME FOR TOP PERFORMERS